

NH Judicial Branch –Court Clerk VI Cheshire /Sullivan Superior Courts

The New Hampshire Judicial Branch is accepting applications for a full-time Court Clerk VI at the Cheshire/Sullivan Superior Courts.

JOB DESCRIPTION

This is a high-level management class supervising the administrative operations of a clerk's office in a Superior Court of the New Hampshire Court System. Positions in the class are distinguished from Court Clerk V by the degree of administrative responsibility, the number of employees supervised, and the size and complexity of caseload. Work is reviewed by the presiding judge on the basis of results obtained. An employee in this position will be required to travel during the regular course of business. A home court designation will be made by the Chief Justice and the successful candidate will receive travel reimbursements from that home court designation. An employee in this position may be subject to transfer or reassignment at the discretion of the Administrative Judge.

Visit <https://www.courts.nh.gov/sites/g/files/ehbemt471/files/inline-documents/sonh/21-198.pdf> for additional information or a complete Job Description.

SALARY RANGE: \$72,306 - \$106,431

DESIRABLE EDUCATION AND EXPERIENCE

A Juris Doctor degree from an accredited law school with at least 7 to 9 years of related courtroom experience, related administrative work, four years of which must have been in a supervisory capacity or any equivalent combination of education and experience.

Show position number on application and cover letter. Applications are required.

APPLICATION

E-mail application to applications@courts.state.nh.us or fax application to (603) 513-5454 or mail application to Administrative Office of the Courts, One Granite Place, Suite N400, Concord, NH 03301 no later than **December 1, 2021**. Application is located at <https://www.courts.state.nh.us/forms/nhjb-2099-dfps.pdf>.

Applicant must successfully pass a criminal record check.

The NH Judicial Branch is an Equal Opportunity Employer
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